

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Joseph A. Ladapo, MD, PhD**  
State Surgeon General

**Vision:** To be the **Healthiest State** in the Nation

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## Existing System Application Procedure

Whenever any changes to original permit conditions are proposed (i.e. adding sheds, garages, swimming pools, ponds, swales, etc.) a request for an existing septic system permit and inspection must be applied for through this department. Applicants must ensure that applications are submitted with ample time to allow the department to conduct the review of the application and site visit if necessary. The department cannot provide any indication of the disposition of the application until these processes have been completed. An application for inspection will be processed when all the following information is provided:

- 1) **Application**: An application needs to be completely filled out by either the applicant or the agent, including address and parcel number or property ID. On the first line of the section titled "Type of Establishment," please indicate what is existing (i.e. mobile home, single family residence, etc.) including the number of bedrooms and living square footage. On the next line of this section indicate the proposed change (i.e. shed, garage, swimming pool, etc.) and the square footage if applicable.
- 2) **Site Plan**: The site plan must be **drawn to scale** (i.e. 1" = 30') and include lot dimensions. The site plan should show all improvements including proposed additions which should be labeled as such. Please indicate the location of the septic system and water supply. If a structure is being replaced, only indicate the location of the proposed structure and its relation to the septic system and water supply
- 3) **Site Plan Checklist**: Completely fill out the checklist and locate on site plan all applicable items.
- 4) **Property Appraiser Printout**: Please include a copy of the printout for the property. This may be obtained from the property appraiser's office at the Pinellas County Government Center or on the web at: <http://pao.co.pinellas.fl.us>.

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**Florida Department of Health**

Pinellas County  
8751 Ulmerton Rd. Suite 2000 • Largo, FL 33771  
PHONE: 727/538-7277 • FAX 727/538-7293  
[www.pinellashealth.com](http://www.pinellashealth.com)

**FloridaHealth.gov**



**Accredited Health Department**  
Public Health Accreditation Board

- 5) **Authorization Form**: This form needs to be completed if someone other than the owner of the property is submitting the application. The form needs to be completed by the owner giving permission to the person submitting the paperwork to act as an agent on their behalf. Please note that by authorizing an agent, the owner is vesting the right to that agent to make decisions regarding the application, for the owner. However, the owner is ultimately responsible to the department for the application and all supporting documentation submitted on the owner's behalf, by the agent. A contractor licensed under Chapter 489, F.S., does not need written authorization from the owner to sign the permit application.
- 9) **Fee**: The application/permit fee is **\$35.00**. Please make checks payable to the Florida Department of Health in Pinellas or FL DOH-Pinellas. (Please note: Other fees may apply.)

If the originally permitted conditions have changed, a site visit, system modification, or septic system upgrade may be necessary as required per Chapter 381 Florida Statutes and Chapter 64E-6, Florida Administrative Code.

If you have any questions or concerns, please call (727) 538-7277.





FDOH/PINELLAS COUNTY

LETTER OF AUTHORIZATION

I \_\_\_\_\_ authorize \_\_\_\_\_ to act as my agent for the permitting of Onsite Sewage Treatment and Disposal System with the Florida Department of Health in Pinellas County.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**FDOH/PINELLAS COUNTY**

Application/Permit #: \_\_\_\_\_

**Onsite Sewage Treatment and Disposal System (OSTDS)  
Site Plan Information Documentation Checklist*****For NEW, EXISTING and MODIFICATION  
applications*****IMPORTANT! - PLEASE READ CAREFULLY AND PROVIDE ALL REQUESTED INFORMATION, to expedite the permitting process.****PLEASE ANSWER THE FOLLOWING QUESTIONS, YES OR NO.**

If you answered yes to any of the questions, these items must be drawn on the site plan to scale. This is for existing and proposed components. For offsite features only the dimensions to the property line need to be shown.

		YES	NO
1.	Are there any recorded easements/rights of way on the property or that abut the property?		
2.	Are there any structures, sidewalks/walkways, patios, driveways or swimming pools on the property?		
3.	Is there any slope to your property? If yes, show the direction of the slope from front to back and the percentage (1% = 1ft. in 100ft.), on the site plan.		
4.	Is the property served by public water? If yes, mark the location of the water meter and service lines to the house.		
5.	Are there any potable wells (drinking) on the property (existing or proposed)? If yes, indicate the location of water lines.		
6.	Are there any non potable wells (irrigation) on the property (existing or proposed)? If yes, indicate the location of the water lines.		
7.	Are there any lakes, streams, canals, marshes, wet retention ponds, standing water "surface water bodies" on the property?		
8.	Are there any drainage features on the property such as; swales storm sewer pipes, drainage ditches?		
9.	<u>Offsite Features</u> – Are there any wells within 75 feet of the property line?		
10.	<u>Offsite Features</u> – Are there any public wells within 200 feet of the property line?		
11.	<u>Offsite Features</u> – Are there any lakes, streams, canals, standing water "surface water bodies", or drainage features within 75 feet of the property line?		
12.	<u>Offsite Features</u> – Are there any other pertinent features within 75 feet of the property line (septic systems, water lines, drainage features)?		

I hereby understand and acknowledge the above information provided is correct and have indicated the required items on the site plan.

Application/Agent Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print) (Signature)